

SCHOOL IMPROVEMENT GRANT SUBMIT PAGE INSTRUCTIONS

Consistency Check Button

After completing the entire application, run a “Consistency Check.” **CAUTION: *This check may take a few minutes to complete.*** The application cannot be submitted until this has been successfully completed. Press the “Consistency Check” button to start the process. After the check has been completed, a message will display indicating that the Consistency Check was completed successfully (no errors were found) or a list of errors encountered will display. After correcting any errors, complete the check again until no errors are detected. If no errors are found, the appropriate button will display, so that the application can be submitted to the next level. It may be necessary to scroll down the page to see the button(s).

Lock Application Button/Unlock Application Button

Anyone with data entry authority within the district has the ability to lock an application. Locking an application prevents any changes to be made to the application. This might be appropriate if, for example, there had been some concern about multiple people updating an application when in fact that was undesired at the district level. Therefore, by locking the application no one can make changes to it. Only the person who locked the application or a person with district administrative access (e.g. district superintendent) can unlock it.

To lock the application, press “Lock Application” button. To unlock the application, press the “Unlock Application” button.

Approval Groups

A list of approval groups appears at the bottom of the Submit page. The information in this section is view only. Dates are provided as the action is completed on other pages throughout the GMS

Assurances were agreed to on (mm/dd/yyyy). The date will display after the District Superintendent agrees to all assurances and presses the “Save page” button on the Consolidated Grant Certification and Assurances pages.

Consistency Check was run on (mm/dd/yyyy). The date will display after the “Consistency Check” has been run successfully. If the “Consistency Check” ***DID encounter errors***, the error message will prompt what needs to be corrected. After correcting any errors, run the check again until no errors are detected. If the “Consistency Check” ***DID NOT encounter any errors***, the application will then be locked until the District Entry person is ready to submit it to the District Superintendent (Refer to Lock Application/Unlock Application buttons).

LEA Data Entry submitted the application on (mm/dd/yyyy). The “Submit for Review” button will appear after the “Consistency Check” has been completed successfully. When the Data Entry person is ready to forward the application to the District Superintendent, press the

“Submit for Review” button. The application will then be forwarded to the next appropriate level of approval and the submit date will appear. GMS will send an email to the District Superintendent notifying them that the application has been submitted and is ready for their review.

LEA Administrator submitted the application on (mm/dd/yyyy).

The District Superintendent is the only person who can submit the application to WDE. Click on “Submit to WDE” or “Disapprove.” After the application has been submitted to WDE, the application will be locked and no changes can be made. After an application is submitted to WDE, GMS will send an email to the WDE application reviewers and supervisors. If the application is “Disapproved”, it will be returned back to the Data Entry person for changes and they will then have to resubmit after changes have been completed.

Grant Admin Review (mm/dd/yyyy). After the application is submitted to WDE, the WDE Title I Administrator will review the application. The date on which the Grant Administrator approves the application will display here.